

Department of Environmental Services, 1333 NW Eastman Pkwy, Gresham, OR 97030

Phone: 503-618-2518 Fax: 503-661-5927

Parade/Street & Parking Lot Closure Permit Application

Pursuant to City of Gresham Revised Code Sections 8.65.060, <u>applications must be submitted a minimum 45 days prior to date of event</u>.

Applications for neighborhood Block Parties or Parking Lot Closure must be submitted for approval a minimum of 14 days prior to the date of the event. (If this application is for a block party please request the Block Party Information Sheet.)

•				<u>-</u>	
Circle one:	Parade	Walk / Run / Race Event	Block Party	Parking Lot Closure	Other
Intent for ev	ent:				
Date Applica	ation Submitte	d	. Pe	rmit No(Assign	
				(Assigr	ned by DES)
Name of App	licant/Person R	esponsible	Na	me of Organization/Group	
Applicant Ad	dress, City, Zip		Co	ntact Phone	
Name of Eve	nt		En	nail Address	
Date(s) of Ev			# c	f Motorized Vehicles involved	in event:
24(0) 01 21	on.		# c	f Participants involved in ever	nt:
Set-up Time	e: From	to		vent Time: Fromvents begin no earlier than 7a	
List specific	location of clo	sure and/or proposed parade	route (be as spec	cific as possible) here:	
event. MUS	T designate al	ea, proposed parade route and ternate accessible parking for accessible parking (ex. 1 for 1	individuals with d	disabilities <mark>within a one-bl</mark> o	ock vicinity if proposed
	•	ontact Field Operations Coord orm Tri-Met of route in case e			minimum of two (2)

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Note: If changes or additional information is needed for the application to be considered complete, applican	it has 7 days to
submit information or application will no longer be considered (initial)	
(Initial each line to indicate understanding)	
INSURANCE REQUIREMENTS	
If you need assistance identifying insurance options, you can call City of Gresham Risk Management at 503-618-2436. neighborhood block parties, the City of Gresham requires that the permittee carry: Certificate of Insurance must accompany application with date no more than 20 days of event date in upp	·
 Commercial General Liability insurance with combined single limit per occurrence of \$1,000,000 with an a 	annual aggregate
of \$2,000,000.	
 Add food products liability, if applicable, with a limit of \$1,000,000 	
 Commercial auto liability insurance with a limit of \$1,000,000. 	
 Add liquor liability, if applicable, with a limit of \$2,000,000 and a \$2,000,000 annual aggregate; increase g 	jeneral liability
requirement to \$2,000,000. See rules and regulations below for additional requirements related to alcohol	<u>)l</u> .
 City of Gresham named as an additional insured by endorsement attached to the certificate. 	
• Insurance companies or entities must meet City standard financial rating of an "A" or better.	
NOTIFICATION	
Residences and/or businesses adjacent to proposed closure <i>must be notified</i> prior to event . A Notification Shed	et must
accompany application.	
If event is planned for Main Street in downtown Gresham, ALL business between Powell and 5 th must be notified	d. If signature from
business is not possible, make note of address where notification flyer was provided/left.	
It is the applicant's responsibility to check with the Fire Department for additional permits which may be required	I: (503)618-2355
or www.greshamoregon.gov/City/Departments/Fire/Permits . This approval is separate from City's approval.	
RULES AND REGULATIONS	
Participants shall yield right-of-way to emergency vehicle traffic at all times, unless directed otherwise by a police	e officer.
The event will be conducted in such a manner that will ensure the safety of all participants.	
No alcoholic beverages are permitted on city streets <i>unless</i> an OLCC license has been issued for a community of	event.
No through-street closure applications will be considered for anything other than a community-wide event unless	s otherwise
approved by the City (i.e. Teddy Bear Parade, Rockin' Round the Block, Arts Festival).	
RECYCLING	
Contact the City of Gresham's Recycling and Solid Waste Division at (503)618-2518 to discuss pickup of Clear S	Streams.
o Indicate the number of Clear Streams needed to collect cans/plastic bottles:	

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o For Block parties, homeowner's use their Bottle Drop bag for refundable bottles/cans and recycling cart for recyclables.

SIGNAGE

	SIGNAGE
Bar	ricades, cones, temporary accessible parking, road closure signs, and traffic control devices are available at no cost (unless lost
or dama	ged) from the City's Operations Center by calling 503-618-2626. To ensure availability, allow for 30-day advance notice.
Availabi	ity is on a first come, first served basis. Participants are responsible for pickup and return of traffic control devices (during
busines	s hours M-F 8:00-2:00) at 2123 SE Hogan Rd. Return is required on first business day following the event. <i>Applicant is</i>
respon	sible for set-up, maintenance, removal and for lost or damaged traffic control devices (initial by applicant)
SIG	NAGE FOR ROAD CLOSURE IS THE RESPONSIBILITY OF THE APPLICANT. If a Traffic Control Plan (TCP) is designed by
the City	s Transportation Dept. for your event, then barricades and signage are REQUIRED unless otherwise noted. NO PARKING signs
must be	in place a minimum of 24 hours in advance of the event. The City can provide an 11"x17" paper "No Parking" template for your
copying	needs. These signs must be red letters on a white background, a minimum of 11"x17" size. There must be four signs posted in
each blo	ck. Signage is in addition to the barricades required for each event (initial by applicant)
	PERMIT ENFORCEMENT
streets we can be reduty of puthe even	n commits the offense of unlawful use of street if the person obstructs the free movement of vehicles or pedestrians using the vithout first obtaining a Parade/Street or Parking Lot Closure Permit from the City. A Parade/Street Closure or Parking Lot permit evoked if circumstances reasonably show that the event can no longer be conducted consistent with public safety. It shall be the public safety officers to enforce this permit. Violators may be issued a citation in addition to any provision for towing of vehicles. In at of a fire or other public emergency, public safety officers may direct traffic, as conditions require. The permittee is responsible rs for any damage to a street or parking lot (initial by applicant)
	INDEMNITY AGREEMENT
Permitte	e shall defend, indemnify and hold harmless the City of Gresham, its officers, agents and employees against any claim, demand,
suit or a	ction of whatsoever nature resulting from or arising out of this event (initial by applicant)
	APPLICANT SIGNATURE
I hereby	certify that I am the authorized representative of the named organization/group, that the above statements are true to the best of
my knov	wledge, and that I will abide by all restrictions, administrative rules and applicable City Ordinances. <u>I have read and understand</u>
all of th	e above statements.
	Signature (Please print if illegible) Date

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CITY OF GRESHAM

Department of Environmental Services / Transportation Operations & Maintenance Agreement For Use of Traffic Control Devices

Operations is located at 2123 SE Hogan Rd, Gresham, OR 97080 Phone: 503-618-2626

Organization/Contractor/Agency:		Phone	2:			
Billing Addre	ess:					
Responsible Person:			2:			
Purpose & Lo	Purpose & Location of Use:					
<i>NOTE</i> : PICK-	UP & RETURN of devices between 8a.m	. – 2p.n	n. / Mon-Fri ONLY			
Date/Time o	f Pick-Up:	Date/	Time to Be Returned:			
	TRAFFIC CON	TROL D	DEVICES			
Traffic contr	ol devices are the property of the City o	f Gresh	am, Transportation Operations and			
			son is subject to all costs incurred to any			
traffic contro	ol devices that are damaged or not retur	ned an	d will be billed for such costs.			
#	Devices	#	Devices			
Type I	Wood/Metal Barricade		"Road Closed" Sign			
Type II, Wood/Metal Barricade			"Road Closed Ahead" Sign			
	Type III 6' Barricade		Sandwich Boards			
	18" Green Cone W/O Reflective Stripe Safety Vests		Safety Vests			
28" Or	range Cone W/Reflective Stripe					
Person Rece	iving Devices:	Date/	Time:			
	DAMACED OR A	AICCINI <i>C</i>	PENICEC			
#	DAMAGED OR N					
#	# Device					
COG Staff:	DG Staff: Date/Time:					
Checking In	Devices:					

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NOTIFICATION SHEET

have been notified and approve of the		to be held:
	(event name)	
, at Date Time	@	
Location of event		
leighbors and/or businesses sign and complete the	e following:	
Owner / Tenant / Business Name	<u>Address</u>	
Take copies if more sheets are needed.		

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